



HAYWOOD COUNTY
BOARD OF COMMISSIONERS

AGENDA REQUEST

***Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING***

DATE OF REQUEST: December 9, 2016

FROM: DBF

MEETING DATE REQUESTED: December 19, 2016

Regular meetings: First (1st) Monday of the month at 9:00 am
Third (3rd) Monday of the month at 5:30 pm

SUBJECT: McGill Engineering Contract for Hwy 209 Convenience Center Construction

REQUEST: Haywood County is seeking approval for the engineering and construction services in the amount of \$40,600.00 for the new Hwy 209 Convenience Center. The County hopes to begin construction in early spring of 2017.

BACKGROUND: McGill has been one of engineering partners the County has used at Francis Farm Landfill and White Oak Landfill. McGill has been working with the County since 2007 with various solid waste projects.

IMPLEMENTATION PLAN: Solid Waste Administrator along with the Facilities and Maintenance Director will oversee contracts and continued project at FFLF.

FINANCIAL IMPACT STATEMENT: Funds are available in the Solid Waste Fund

SUPPORTING ATTACHMENTS: YES NO HOW MANY? 14

LIST: _____

If yes, one ORIGINAL ATTACHMENT, and 14 copies, copied front and back side of pages, stapled and three-hole punched must accompany the agenda request

PowerPoint Presentation: YES NO

PERSON MAKING PRESENTATION AT MEETING: David B Francis

TITLE: Solid Waste Administrator

PHONE NUMBER: 356-2602

E-MAIL: dbfrancis@haywoodnc.net



December 9, 2016

Mr. David B. Francis
Solid Waste and Tax Administrator
Office of County Manager
Haywood County
215 North Main Street
Waynesville, North Carolina 28746

RE: Highway 209 Convenience Center
Haywood County, North Carolina

Dear Mr. Francis,

McGill Associates is pleased to present this proposal for engineering services regarding a new relocated Highway 209 Convenience Center in the Crabtree Community. The new site is located at 5855 Crabtree Road on property currently owned by Haywood County Schools. Based on our discussions with you and your staff, we understand that the County would like to develop a new solid waste convenience center on a portion of this parcel to replace the existing convenience center along Highway 209. Our proposal is based upon the attached Conceptual Site Plan of the new center and will consist of two (2) solid waste compactors, a recycling material compactor, an open-top roll-off container for bulky material, oil drop-off station, attendant hut, minimum site lighting, and a portable toilet, all within a paved fenced in area. Based on our preliminary site visit, there is an existing septic tank and drain field serving the existing buildings and a piped stream located within the proposed limits of the project. We understand that Haywood County will be responsible for relocating the septic tank and building a new drain field outside the limits of the project, prior to construction of the new convenience center. We have assumed that the piped stream is an existing condition and therefore the proposed replacement of this pipe will be considered maintenance and that no additional permitting will be required. A Report of Geotechnical Exploration has been completed for the site and a copy was received today from Bunnell-Lammons Engineering.

Based on our understanding of the proposed facility, we anticipate providing the following services:

Design and Permitting

1. Meet with the Owner and all appropriate parties to initiate communications, define schedules, discuss approvals, gather initial data and information, and to fully determine the technical requirements for the project.

2. Perform a site visit by our environmental specialist to verify if any on-site jurisdictional water exists, wetland or streams, within the proposed project area that will require permitting. If wetlands or streams do exist within the proposed project area and require permitting, we can provide these services as additional work.
3. Prepare engineering drawings, utilizing the new boundary and topographic survey, which is provided under separate cover.
4. Prepare Encroachment Permit for submittal to the North Carolina Department of Transportation (NCDOT) and incorporate any review comments into the final project plans.
5. Provide technical specifications and drawings for use in Contract Bid Documents to represent proposed grading, asphalt paving, concrete pads, site fencing, and site electrical.

Bidding and Award

1. Assist Haywood County in advertising the project for competitive construction bids.
2. Respond to questions during bid process.
3. Facilitate bid opening.
4. Evaluate bids received and provide recommendation of award to Haywood County.
5. Assist Haywood County in securing construction contract with a contractor.

Construction Administration and Observation

1. Attend a pre-construction conference with the Owner, Engineer, Contractor, and other applicable parties to discuss performance of construction work items required to complete the project.
2. Make visits to the site at periodic intervals to observe the progress and quality of the executed work to determine if the work is proceeding in accordance with the plans and specifications, and notify contractor and Haywood County about any work not in general conformance with the plans and specifications. We have assumed a construction period of 90 days.
3. Review and approve shop drawings, diagrams, illustrations, brochures, catalog data, schedules and samples, the results of tests and inspections and other data which are required by the specifications for submittal, and receive and review maintenance and operating

instructions, schedules, guarantees, bonds and certificates of inspections which are to be assembled by the Contractor(s) in accordance with the plans and specifications.

4. Coordinate necessary construction phase engineering, and assist the County with securing an agreement with a construction materials testing firm approved by the County.
5. Make final review of construction and make recommendations to the Owner regarding final payment to the Contractor(s) and the release of retained percentages, as applicable.

We anticipate providing the above services at the following lump sum and maximum not to exceed fees.

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|---|-------------|---------------------------------|
| Design and Permitting | \$27,600.00 | (Lump Sum) |
| Bidding and Award | \$4,400.00 | (Hourly, Maximum not to exceed) |
| Construction Administration and Observation | \$12,800.00 | (Hourly, Maximum not to exceed) |
| Total | \$44,800.00 | |

Changes to the site plan layout of facilities, which occur after our final design documents have been completed, will be considered additional services. We can coordinate these additional services should they be needed.

Proposal Assumptions

1. The proposed compactors and attendant hut will not be included in our construction bid package. The County will coordinate the placement and installation of the compactor units by their convenience center operations contractor. Our construction plans will only include providing adequate electrical service to a junction box at the pad location.
2. Based on the preliminary layout, the proposed construction will not exceed 1.0 acres of new land disturbance, therefore **neither** an Erosion and Sedimentation Control permit nor a Stormwater Permit from the North Carolina Department of Environment and Natural Resources will be required.
3. Haywood County is responsible for the relocation of the existing on-site septic and construction of new drain field system to a location outside of the proposed limits of the project construction. We can include this work within our Construction Documents, provided all technical data, details, and location of the new tank and drain field is provided by Haywood County Health Department.
4. There is no public or on-site water service and sewer service proposed to serve the new convenience center.
5. Easement documents are not included in the above fees.
6. Any permit or stream impact fees will be paid directly by the Owner.

7. Fees for testing services (i.e. soils, concrete, etc.) during construction will be paid for directly by the Owner.

Mr. Francis, thank you for the opportunity to continue our relationship with Haywood County. We look forward to working with you and your staff to assist the County in reaching your goals for the solid waste program. If this proposal is acceptable to you, please sign below and return one (1) copy of the proposal to our office.

Please call at (828) 252-0575 should you have any questions or need additional information.

Sincerely,
McGILL ASSOCIATES, P.A.



Mark D. Cathey, PE
Senior Project Manager

Attachment

cc: Mr. Ira Dove, County Manager, Haywood County
Mr. Danny Bridges, PE, McGill Associates
Mr. Scott Burwell, PE, McGill Associates

ACCEPTED:

NAME

TITLE

DATE